



Assistant Deputy Clerk

Department: Countywide

Class Code: 6416

EEO Code: 26

FLSA: N

Effective: 01/06/1993

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in recording, compiling and composing official records for Board of Zoning Appeals, Planning Commission or Board of Supervisors; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Compiles and maintains official records by taking minutes of meetings, maintaining official minute books, filing audio tapes, and making subsequent audio tapes available for review; proofreads public notices, affidavits, "Request Analyses and Recommendations", minutes, agendas, deferral/approval letters and other materials for Board of Zoning Appeals, Planning Commission and Board of Supervisors; assists staff and public with questions regarding actions of Board and Commission; researches and provides copies of minutes as requested; assists in the compilation, photocopying and distribution of Board and Commission agenda packets and other related materials; compiles, distributes and originates letters of correspondence; designs and produces newsletters, news releases, flyers and other materials utilizing desktop publishing; compiles, updates and maintains committee directory; prepares bi-weekly payroll register and maintains documentation of leave accounting records; initiates purchase requisitions to include using proper budget account codes, appropriate vendors and justifications as needed; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of business English, spelling, punctuation and grammar; of procedures and practices of Boards and Commission. Working skill in operation of word processing software; in taking and transcribing minutes; in communicating effectively with staff and general public; in operating office equipment.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma, including two years of high school or technical school level shorthand, typing, business and office procedures courses and two years of secretarial experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
